

JUN 22 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Part-time and "Summer-only" Employment

1. PROBLEM:

What are the factors involved in considering dependents of Agency personnel or other available individuals on a part-time or "summer-only" basis to perform clerical duties in the lower grades.

2. ASSUMPTION:

Agency employees have dependents who might be interested in part-time or "summer-only" employment.

3. FACTS BEARING ON THE PROBLEM:

a. There is an immediate need in several areas for clerical personnel (GS-3) and -4 File Clerks and Clerk Typists).

b. Practically all offices of the Agency can utilize part-time or "summer-only" clerical help. This has been established by an informal survey.

c. The Director of Security will authorize the issuance of a special secret clearance to dependents of Agency employees under special conditions.

d. Medical criteria must be the same for part-time or "summer-only" personnel as for full-time personnel.

e. Present Agency policy [redacted] would permit the employment of part-time or "summer-only" personnel on a contractual basis.

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f. As of 31 May 1953, a total of 677 clerical personnel of all types were in process. The time these cases have been in process is as follows:

Less than one month	284
One to two months	269
Two to three months	209
Three or more months	115
Total	677

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No Change in Class. <input type="checkbox"/>	25X1
<input type="checkbox"/> Declassified	
Class. Changed to: TS <input checked="" type="checkbox"/>	
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Auth: HR 78-3	
19 DEC 1978	
By	[redacted]

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g. As of 31 May 1953, more clerical applicants were in process than there were job vacancies. Over-recruitment was accomplished with the knowledge that approximately 35% of all clerical applicants placed in process fail to enter on duty by reason of declination or security reject.

h. DISCUSSION:

a. The Director of Security has indicated that he will issue special secret clearances to dependents of Agency personnel in an average of six (6) working days from the date of request. Dependents as referred to in this paper include only sons, daughters, and wives, or husbands, except wives or husbands who were not married to their present spouse when his or her full field investigation was conducted. The latter would be in the same category as individuals with no Agency affiliations. The Director of Security has indicated that the special secret clearance would probably involve the following:

(1) An appropriate certification by the fully-employed member as to the integrity and character of the dependent wife, son, or daughter, or the husband.

(2) A check of police records in the area of residence.

(3) A check of attended schools and colleges in cases concerning young sons and daughters.

(4) A final polygraph interview upon entering on duty when deemed advisable by the Director of Security.

b. Administratively, part-time or "summer-only" employment of dependents could be accomplished expeditiously and economically on a contractual basis. A sample contract has been devised which contains all essential elements of the employment.

c. Dependents entering on duty for part-time or "summer-only" employment would be given a special security indoctrination by the Security Office. They would be issued a limited pass which would restrict their movement to the general area of their employment. During the period of their employment, they would be exposed only to material which had been classified no higher than "Secret." It would be the responsibility of each office concerned to establish adequate supervision and other necessary safeguards to insure enforcement of these restrictions.

d. Part-time or "summer-only" personnel would be charged against regular T/O vacancies and existing ceiling limitations

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would be maintained. It would be permissible to slot part-time or "summer-only" employees against positions encumbered by regular applicants in process. When the regular employee entered on duty, the part-time or "summer-only" employee would be given another assignment or his contract would be terminated.

e. Part-time or "summer-only" employment of individuals, other than sons, daughters and wives or husbands as referred to herein, would involve regular security procedures.

f. The short tenure of the type of personnel under discussion, together with the relatively uncomplicated tasks which they will be called upon to perform, would appear to make unprofitable attendance at regular clerical training courses.

g. There exists the possibility that some dependents of a present Agency member will fail to meet security requirements particularly as a result of the final security interview. This could be extremely embarrassing to the Agency member involved and might possibly cause a serious domestic problem. The Personnel Office would attempt to avoid this possibility in every way, especially through presenting the prospective employee with Applicant Information Sheets 1 and 2 which outline in detail the requirements for employment from several standpoints.

5. CONCLUSIONS:

a. The Personnel Office can reasonably be expected to meet the full-time clerical requirements of the Agency in view of results obtained thus far this year with an augmented staff of recruitment officers. The fact that security processing requires a period of time militates against immediate filling of all vacant positions with cleared and trained personnel. The declination rate would probably be reduced materially if clearances could be issued in a shorter period of time.

b. The adoption of a policy to employ dependents of Agency personnel on a part-time or "summer-only" basis would serve to relieve an immediate clerical shortage.

c. Part-time or "summer-only" employment of other than dependents of Agency personnel (as defined herein) is not practicable since the clearance expense would negate the results to be obtained.

d. The simplest and most economical method of employment of part-time or "summer-only" personnel is by contract.

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6. **RECOMMENDATIONS:** It is recommended that:

a. The policy be established for the employment of qualified dependents of Agency employees on a part-time and "summer-only" basis for the purpose of relieving the immediate shortage of clerical personnel.

b. The attached form of contract be approved.

c. The attached proposed notice be issued.

SIGNED

W. H. H. MORRIS, JR.
Assistant Director (Personnel)

Attachments:

1. Proposed Notice
2. Proposed Contract

Concurrences:

See exception attached

/s/ Sheffield Edwards

Director of Security

/s/ E. R. Saunders

Comptroller

/s/ Lawrence R. Houston

General Counsel

Suggest that proposed notice clearly indicates that selection criteria is exacting so that incidence of domestic difficulties may be minimized.

/s/ John R. Tietjen

Chief, Medical Staff

Assume that the question of possible "Nepotism" will be considered.

/s/ Matthew Baird

Director of Training

In lieu of the proposed Notice (par. 6.c.) the Personnel Director will make this policy known through Agency administrative channels.

Date: _____

ACTION BY APPROVING AUTHORITY:

Approved: (Exceptions, if any)

15 July 1953

Distributions:

- | | |
|--------------|---------------------|
| 1 - OPD | 1 - Comptroller |
| 1 - AD/AF | 1 - General Counsel |
| 1 - Medical | 1 - Training |
| 1 - Security | 1 - DD/A chiro |
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